

# Direct Loans

William D. Ford Federal Direct Loan Program

<mm/dd/yyyy>

<FirstName> <MI> <LastName>  
<Street>  
<City>, <State> <Zip>

Loan/Award Identification #: <MASK\_ACCOUNT>  
Student Name: <FirstName> <MI> <LastName>  
Endorser Name: <FirstName> <MI> <LastName>  
School Name: <SchoolName>

Dear <FirstName> <MI> <LastName>,

We recently received an endorser addendum from the endorser identified above for a Direct PLUS Loan you requested. However, we are unable to approve the endorser. Therefore, we cannot approve your Direct PLUS Loan request.

You may attempt to obtain another endorser. A new endorser addendum is enclosed. If you choose to obtain another endorser, the addendum must be completed and returned to Applicant Services.

Mail the completed endorser addendum to:

U.S. Department of Education  
Applicant Services  
P.O. Box 5692  
Montgomery, AL 36103-5692

Alternatively, the endorser may complete the endorser addendum online on our secure [StudentLoans.gov](https://studentloans.gov) Web site. To complete the endorser addendum online, the endorser will need the Loan/Award Identification Number and a Federal Student Aid (FSA) PIN. The Loan/Award Identification Number is printed on the enclosed endorser addendum. If the endorser does not have an FSA PIN, he or she may obtain one by visiting the FSA PIN Web site at [www.pin.ed.gov](https://www.pin.ed.gov).

Contact the school's financial aid office as soon as possible to let them know whether you plan to pursue a Direct PLUS Loan by obtaining a different endorser. If you decide not to pursue a Direct PLUS Loan, the school's financial aid administrator may be able to provide information concerning other options to assist you with paying for your or the student's education.

Sincerely,

U.S. Department of Education  
Federal Student Aid  
William D. Ford Federal Direct Loan Program